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Spec. Asst. (Admin.) to DD/I Diary

Tuesday, 23 December 1952

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1. [REDACTED] O/CI, discussed with me informally the possibility of at least certain of the administrative functions being centralized for the DD/I area rather than their being handled on an individual basis by each of the offices. I advised him that recognizing the present centralization of the administrative functions under the DD/A that it did not appear appropriate to have any functions provided for centrally by the DD/I. Rather, under the present concept, offices should only require a minimum administrative staff to serve largely as liaison between the IAD and the DD/A staffs. It was agreed that the plans worked out with Procurement and Supply to provide a full-time Building and Supply Officer to serve M and Q Buildings beginning early in January should relieve the Administrative staffs of the IADs of some of the current workload involved in the procurement of supplies, equipment, building maintenance, etc.

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2. Discussed with [REDACTED] (O/SI) the current situation concerning the cutback [REDACTED]. It is their understanding that a preliminary agreement has been reached [REDACTED] to permit a staff [REDACTED] for the Scientific Division. (It is not clear whether this pertains to the third phase [REDACTED] just the first phase.) They agreed (which is in line with my discussion with [REDACTED] last Saturday) that if they could retain this number under the reduction, that it would be sufficient to carry on the function adequately.

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